



# Town of St. George Rental Agreement

305 Ridge St.

St. George, SC 29477

Phone (843) 563-3032 Fax (843) 563-8238

**FACILITY:**

RECREATION HALL  CIVIC CENTER  PARK

CHECK THE FACILITY ABOVE YOU WISH TO RESERVE.

THERE IS NO ALCOHOL ALLOWED ON PREMISES

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Will there be any goods sold at the event? (if yes details) \_\_\_\_\_

Organization Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone # \_\_\_\_\_ # of guests attending event \_\_\_\_\_

Event Opening Time \_\_\_\_\_ Closing Time \_\_\_\_\_

**For park rentals only:** It is important that you check if electricity is needed in the park or it will not be available for your event. Yes \_\_\_\_\_ No \_\_\_\_\_

Deposit Amount Received \_\_\_\_\_

Form: CASH ONLY

Date: \_\_\_\_\_

Rental Amount Received \_\_\_\_\_

Form: CASH CHECK

Date: \_\_\_\_\_

Key# \_\_\_\_\_

### Release and Indemnification

In consideration for being permitted to use the facilities, the Town of St. George Applicant agrees to indemnify, release and hold harmless The Town of St. George, its officers, employees, insurers, from and against all liability, claims, and demands which are incurred, made or brought by any person or entity on account of any damage, loss or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind which arise out of or are in any manner connected with the use of the facilities whether any such liability, claims, or demands result from the act, omission, negligence, or other fault on the part of the Town of St. George, its officers, or employees or from any other cause whatsoever.

By signing below, I acknowledge I have received, read, understand, and agree to the Renters Checklist and have received a key to the above-listed facility.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of User or Organization Representative)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Witness by Town's Representative)

**NOTE DEPOSIT WILL BE GIVEN TO WHOMEVER RETURNS THE KEY**

Deposit returned to \_\_\_\_\_  
Print Signature Date

Deposit has not been returned due to: \_\_\_\_\_

***RENTER CHECKLIST*** Alarm Code to Disarm # \_\_\_\_\_ Alarm Code to Arm \_\_\_\_\_

In order for your security deposit to be refunded, the following must be completed immediately after use. A staff member will check the facility following each reservation to ensure compliance.

- Alarm pad located on the wall next to the restroom will need to be disarmed. Enter your code given above to disarm.
- NO smoking in the building.
- ALL music MUST cease by 10:00 PM.
- Only damage free hangers allowed on walls and be must remove before leaving. No nails, staples, tape, glue, etc.
- Kitchen counters MUST be wiped clean (with mild detergent). (Recreation Room Only)
- Refrigerator MUST be wiped clean. Leave NO food behind (Recreation Room Only)
- Oven MUST be turned off and wiped clean (inside and out) (Recreation Room Only)
- ALL floors MUST be swept. Floors must be mopped with mild floor cleaner if any spillage occurs
- Bathroom MUST be cleaned and disinfected.
- Tables and chairs MUST be wiped clean with a mild detergent and returned to their original location.
- 2 Trash cans MUST be emptied, and placed in cans outside the building. New bags should be put back in the indoor cans. NOTE: The Town will supply you with a bag in each can and a replacement. If other bags are needed you must bring your own.
- ALL trash outside building or in the parking area MUST be picked up (includes confetti and cigarette butts).
- Thermostat MUST be set to appropriate temperatures (A/C: 80<sup>0</sup>; Heat: 55<sup>0</sup>) and set to Auto.
- Turn off ALL lights.
- Alarm must be set anytime you leave the building. To set the alarm, enter the code given above to arm.
- ALL doors MUST be closed completely and locked.
- Key MUST be returned by the next business day (morning).

\*Please note that cleaning supplies and extra trash bags are NOT supplied renter is responsible for providing his/her own. Toilet paper, soap, hand towels, broom, mop, bucket, and 2 garbage bags will be provided (though it is recommended that the renter bring refills). Renter shall be held responsible if the area used is not left in the same condition at the end of usage as it was found to be at the beginning. If for any reason there is damage to any part of the area as a direct result of renter or renter's guests, the extent of damage as determined by the sole discretion of the Town of St. George, shall be determined and will be billed to the renter, and shall be paid no more than 30 days from the billing date. If payment is not received from the renter within that time, all future usage requests will be denied until such time as payment is received and, in addition, Town of St. George may take legal action to recover costs, including attorney's fees.

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Renter's Signature

Date

## TOWN OF ST. GEORGE RENTAL PROCEDURES

Reservations may be made in person at Town Hall (office hours are Monday-Friday, 8:30AM-5:00PM).

### Facility Rental Fees

Deposit fees are the same as the rental fees and are due with contract to reserve a date.

**Park** rental fee is \$25.00 and reserves the one shed with the fire place and keys to restrooms and gates. The other shed is on first come first serve basis and others are allowed at the park during your rental. Hours are 8:00am until sunset. Be sure restrooms, shed, and park area are clean before leaving. The Park Street gate should be locked before leaving. This gate is used by renters and staff only.

**Recreation room** rental fee is \$50.00 includes room, 1 restroom and kitchen area with microwave, oven and refrigerator available for use. Also includes 5 rectangular tables and 37 cloth chairs. Capacity: tables and chairs 54, chairs only 115, standing room 162. Hours are 8:00 am until 11:00 pm. Use the check list provided for cleaning.

**Civic Center** rental fee is \$100.00 and includes main hall and 1 restroom. Also included are 11 tables and 100 chairs. Capacity: tables and chairs 114, chairs only 246, and standing room only 344. Hours are 8:00am until 11:00 pm. Use the check list provided for cleaning.

### **The following policies apply to all rental properties listed above.**

**Reservations:** Reservations for use of any facility are not valid until the signed contract and the damage/key deposit are received by the town. The total rent fee is due on the last business day before the event when you will also pick up the keys and receive the alarm code. Key must be returned on the business day immediately following the event unless event is on Saturday then it will be the following Monday. Business hours are Monday-Friday 8:30am to 5:00pm.

**Damage/Key Deposit:** Damage/Key Deposit is equal to the rental fee and must be paid in cash to reserve the facility. The deposit may be withheld at staff's discretion for actions included but not limited to the following:  
Failure to return keys two business days after the event

Failure to clean the facility and equipment per the provided check list

Any damages to building or equipment provided

Failure to cancel reservation 14 days prior to the event

The lessee may be charged an additional amount for repair, replacement, or major cleaning if costs are higher than the deposit.

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*Contacts for any issues during your event*  
**Bruce Britt 843-560-1163**  
**Annette Moore 843-560-2158**

*Revised 8/8/1*